

YOUTH COMMISSION DIRECTOR
TOWN OF DEDHAM

The Town of Dedham (population 22,809) seeks qualified candidates for the position of Youth Commission Director for the Town of Dedham. Works under the administrative direction of the Town Administrator and the policy direction of the Youth Commission Board. Performs varied, complex and responsible professional duties requiring the exercise of initiative and considerable independent judgment. Works from municipal and departmental policies and objectives; establishes short-range plans and objectives and assumes direct accountability for results. Performs highly responsible duties in managing the department, conducting service programs, supervising employees and addressing the needs of the youth and teen populations. Directs the daily operations of the Youth Commission department. Supervises three full-time employees, one part-time employee and volunteers. Develops, supervises and conducts social, educational, recreational and health programs for young people following the policies of the Youth Commission; confers with state and local officials and professional and community organizations to develop better ways to meet the needs of Dedham youth. Thorough knowledge of the federal, state regional services and local resources available to the youth. Working knowledge of all applicable federal and state statutes, including, without limitation, regulations pertaining to available programs for the youth and reporting laws regarding child abuse. Knowledge of grants availability/resources and grant writing techniques. Knowledge of counseling, specifically for youth. Ability to develop effective and constructive working relationships with youth and adolescents, services providers, human service agencies and the general public. Manages business of the department including maintaining correspondence, reporting, payroll activities and personnel records, purchasing, accounts payable and budget monitoring. Ensures completeness, accuracy and timeliness of books, records, accounts and reports. Masters Degree in human services or counseling related field; three to five years of progressively responsible experience in the assessment and evaluation of youth client needs, youth programs and development and grant writing. Licensed Certified Social worker or equivalent in a counseling discipline. Supervisory experience desirable; or an equivalent combination of education and experience. Working knowledge of computer systems and software packages, inclusive of word processing, spreadsheets, scanning, Power Point or other presentations applications, electronic distribution of documents and emails.

Salary range is \$61,145.24 to \$74,911.72 with excellent fringe benefits.

Starting salary range is \$61,145.24 to \$65,422.24

Position available: February 2011

Vacancy created from the retirement of the long time Director

Please send resume, letter of interest and names of three (3) professional references to Town Administrator, Town of Dedham, Town Office Building, 26 Bryant Street, Dedham, MA 02026 no later than January 14, 2011 or by e-mail to:
nbaker@dedham-ma.gov

The Town of Dedham is an Affirmative Action/Equal Opportunity Employer.